

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Invoice for Commencement of Recruitment Search - [Job Title/Reference Number]

Dear [Client Contact Name],

Following our recent agreement dated [Date], we are pleased to confirm that we have officially commenced the executive search for the position of [Job Title].

As per the terms of our signed Retained Search Agreement, this letter serves as a formal request for the payment of the initial commencement fee (the "Retainer"). This fee covers the initial market mapping, candidate sourcing, and preliminary screening phases of the recruitment process.

Please find the invoice details below:

- **Invoice Number:** [Invoice #]
- **Position:** [Job Title]
- **Commencement Fee Amount:** [Currency/Amount]
- **Due Date:** [Date]

Payment can be made via [Bank Transfer/Check/Credit Card] using the details provided on the attached formal invoice.

We have already begun identifying potential talent and look forward to providing you with our first progress update on [Date].

Thank you for your partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]